



**DEPARTMENT OF THE ARMY**  
**INSTALLATION MANAGEMENT AGENCY**  
**EUROPE REGION**  
**UNIT 29353, BOX 200**  
**APO AE 09014**

MAR 10 2004

Dr. Thomas Ellinger  
Superintendent of Schools  
DoDDS Mediterranean District  
Unit 31401, Box 11  
APO AE 09630-0011

Dear Dr. Ellinger:

The purpose of this letter is to introduce Ms. Brenda Coffield, the School Transition Specialist for the U.S. Army Installation Management Agency Europe Region Office located at Campbell Barracks, Heidelberg, Germany. This position has been established to support school districts that have signed the School and Education Transition Services (SETS) Memorandum of Agreement (MOA) to ease the transition of military students as they enroll in local schools.

School Transition Specialists are available in eight locations throughout the Army. This is a new position established as recommended by SETS superintendents and senior Army leaders at the Army Education Summit 2002.

Ms. Coffield is available to work directly with all the SETS school system signatories in your geographic area to help develop, sustain, and share "best and promising practices" outlined in the SETS MOA. Our hope is that many of these practices will be shared and adopted, as appropriate, among other SETS MOA signatories. Our goal is to increase predictability for military families and, indeed, for all mobile children. I hope you will be available to meet with Ms. Coffield in the upcoming weeks to discuss systemic school transition issues that affect your district. We welcome your ideas and recommendations as to how we can best work together to provide smooth school transitions for our youngsters.

Thank you for your commitment to "operationalizing" the SETS MOA through identifying and supporting reciprocal school policies whenever possible. We know that the efforts taken now will pay dividends for our nation in the future.

Sincerely,

A handwritten signature in black ink, appearing to read "Russell B. Hall".

Russell B. Hall  
Director